TEST 1

UNIT 7

Working with words

1- Choose the correct answer.

Journalist Will the fact that so many companies are now outsourcing [1]*lead to / free up* major job losses over here?

Politician Certainly jobs in [2]*infrastructure / sectors* such as telecommunications and IT could be affected.

Journalist But this means [3]*skilled / offshore* workers are out of work. Where will they find new jobs?

Politician Well, of course, companies will retain their core [4]*activities / facilities* which will always need well-qualified people with [5]*expertise / growth*. I also want to add that outsourcing is necessary for companies to [6]*gain / get through* a competitive edge. Without [7]*streamlining / achieving* their operations they won't survive in the global economy.

Business communication skills

2- Complete these sentences with words from the list.

turn	notice	look	move	show	send	leave	mention	relates	see

1 Statistics _____ that export growth is at 5% this year.
2 You will _____ on this chart how many jobs have been lost.
3 Have a _____ at these figures.
4 A further point to _____ is that Bangalore has a highly-trained workforce.
5 Let's _____ our attention to the effects of this.
6 Looking at this slide, we can _____ the reason for the fall.
7 We've looked at India, so let's _____ on to China.
8 This next part _____ back to what I was saying earlier.
9 Before I go today, I'd like to _____ you with some food for thought.
10 The message I'd like to _____ you away with today is this.

Language at work

3- Rewrite these sentences using the passive or active form.

1 A business award has been given to him.
He _____.
2 We expect he will leave straightaway.
It is _____.
3 You are being fired. I have made the final decision.
You are being fired. The final decision _____.

LIVEWORKSHEETS

4 Sue still hasn't fixed the problem with all the computers.

The problem with all the computers _____.

5 Everyone knows that the CEO will retire next year.

It _____.

6 Employees will answer all customer complaints within five working days.

All customer complaints _____.

7 Somebody locks up the warehouse at ten.

The _____.

8 You were phoned while you were out.

Somebody _____.

9 They are promoting you to office manager.

You _____.

UNIT 8

Working with words

4- Choose the correct answer from the words in *italics.*

1 They're offering people over 55 the chance to take early *retirement / redundancy.*

2 They've asked me to move to Sales, but it seems like a *transferable / sideways* move.

3 Many women in my position reach a *corporate / glass* ceiling and can't go any further.

4 If I take this course, it's a quick way to *update / train* my computer skills.

5 It's only a temporary *secondment / relocation* for six months while a colleague goes on maternity leave.

6 1,300 workers have been *laid off / unemployed* from a factory in Marseille.

7 To *appoint / retain* our key staff, it may be necessary to offer additional incentives.

8 We found that bringing in flexitime reduced staff *development / turnover* and in fact increased applications from skilled people.

9 Many employees prefer plenty of job *mobility / vacancy* to staying in one place for the whole of their career.

10 In order to get *in / on* in life, it's who you know, not what you know.

Language at work

5- Complete these sentences with the correct form of the verbs in brackets to make first or second conditionals.

1 If I ask Lisa, you _____ (ask) Tish.

2 But if I _____ (give) you my best people, who would I have left?

3 We _____ (not / have) a high turnover, if we paid a decent salary.

4 If we decide before Friday, then everyone _____ (know) by Monday.

5 What _____ (you / offer) if I could pay you in cash?

LIVEWORKSHEETS

6- Choose the correct answer from the words in *italics.*

1 I won't do anything *supposing that / unless* everyone wants me to.

2 *In case / As long as* you keep quiet about your deal, no one else will ask about a remuneration package.

3 *Provided that / Unless* I have use of IT support all next week, there'll be no problems with installing the new software.

4 *Supposing / In case* we stretch the budget, then we can take on a trainee.

LIVEWORKSHEETS